

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Subject: TQM Approval Communication

Dear [Recipient Name],

We are pleased to inform you that your proposal for the Total Quality Management (TQM) initiative has been reviewed and approved.

Details of the Approval:

- **Project Title:** [Project Title]
- **Approval Date:** [Approval Date]
- **Implementation Start Date:** [Start Date]
- **Key Objectives:**
 1. [Objective 1]
 2. [Objective 2]
 3. [Objective 3]

We appreciate your effort in preparing the proposal and look forward to your implementation plan. Should you have any questions regarding the next steps, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]

[Optional Attachment: Proposal Document]